

# TELEPHONIC

## One on One Sessions **FREE**

*You are registered in Eva, (the State's Electronic Procurement System) but you need assistance in learning how to use the system, EMAIL OR CALL FOR AN APPOINTMENT*

### *Topics will include:*

*How to target your market*

*eVA vendor maintenance*

*How to lookup NIGP (commodity codes)*

*Kathy Dolan from the Virginia Department of Business Assistance will assist you with eVA related questions and questions about selling to the Commonwealth. There are 171 state agencies spending over 5 billion dollars a year. Find out how to utilize the marketing reports in eVA to see which buyers buy your commodity, what vendors are receiving the award, and how much the agency is paying.*

CALL TODAY TO SCHEDULE YOUR FREE INDIVIDUAL 45 MINUTE  
**TELEPHONIC** APPOINTMENT

APPOINTMENT DATES ARE:

APRIL 1, 2009

APRIL 3, 2009

APRIL 15, 16, 17, 2009

APRIL 23, 24, 2009

(by appt only- You **MUST** be at a PC with Internet Access for your appointment **AND HAVE YOUR eVA user ID and Password**)

email: [kathryn.dolan@vdba.virginia.gov](mailto:kathryn.dolan@vdba.virginia.gov) or  
phone: 804 371-0488



**VIRGINIA DEPARTMENT OF BUSINESS ASSISTANCE**  
Connecting Businesses with Resources